

NOTICE

There is a vacancy in the **BAY COUNTY HEALTH DEPARTMENT**.

JOB TITLE: **ENVIRONMENTAL ANALYST/EDUCATOR (Part-time, Grant-funded)**

RATE OF PAY: \$17.92 per hour entry, progressing to \$20.46 per hour after 3 years (BT05)

This position is 100% Grant Funded, part-time (up to 29 hours per week, subject to change) with limited benefits as provided for within the B.C.A.M.P.S. agreement (although union membership is voluntary).

GENERAL SUMMARY: Under general supervision of the Health Director, this position is responsible for accomplishing tasks related to grant programs at the Health Department. Analyzes and classifies on-site septic and private water supply systems based upon records currently maintained by the Department, recommends maintenance and further action to property owners and builds a database of the information collected therein. Educates the public regarding acceptable compliance with environmental and sanitation standards and initiates corrective action when necessary to safeguard the public health. This position entails planning, developing, implementing, and evaluating a variety of health education activities in the community.

TYPICAL DUTIES:

1. Represents the Bay County Health Department in environmental health activities regarding analysis and classification of on-site septic and private water systems within Bay County. Follows established federal, state and local regulations, laws, and policies.
2. Analyzes current on-site septic, private water (well), and land evaluation records for compliance. Works with Sanitarians to initiate follow-up action to ensure compliance with legal procedures and applicable rules and regulations.
3. Analyzes permits for residential and non-community type II and type III water supply wells. Provides consultation requirements for abandonment of existing wells.
4. May assist in collecting bacteriological and partial chemical water samples and provides interpretation of the results of laboratory analysis.
5. Develops and recommends audio-visual materials for inclusion in programs, presentations, or referral to others.
6. Confers with agency staff and various area health, social, and educational organizations to identify and explore opportunities for health education interventions.
7. Represents the Environmental Health Division to interested citizens, communities and agencies. Assists with implementation of community health education and training activities as assigned. Assists interested individuals and groups in the implementation of health education programs and serves as a health education resource.
8. Assists and guides individuals and agencies with environmental problems related to on-site septic and private water supply systems based upon records currently maintained by the Department.
9. Assists the general public with complaints and questions regarding sanitation and environmental health. Provides advice on prevention and problem resolution or routine matters related to on-site septic and private water systems, referring more difficult questions to sanitarians.
10. All other duties as assigned.
11. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties assigned personnel in this classification.

QUALIFICATIONS:

Education: Possess a Bachelor's degree in health sciences, environmental health, biology or a related field. Related equivalent experience and education may be considered.

Experience: One year of providing community health services and/or public health experience preferred. Ability to enter and retrieve information from a computer system. Frequent travel throughout the county and adjacent counties required.

Skills: Skill in written and oral communication including the ability to make comprehensive presentations, written correspondence, facilitate meetings, provide comprehensive reports and interact in group settings required. Proficient in word processing, spreadsheet and database applications required. Time management skills and ability to multi-task assigned duties and responsibilities.

Physical: Lifting and transporting materials and equipment weighing up to 30 pounds. Must have a valid vehicle operator's license and acceptable driving record.

Application Process: Apply online at www.baycounty-mi.gov or in person/via US Mail to the Bay County Personnel Department, 515 Center Avenue, Bay City, Michigan 48708 no later than **4:00 p.m. Wednesday, October 1, 2014.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County does not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, familial status, sexual orientation, or gender identity/expression."